

## Supervisor's Employee Work Folder

Supervisors should have access to certain types of information regarding the employees they supervise. The Civilian Personnel Operations Center (CPOC) provides supervisors with employee information contained in the automated Defense Civilian Personnel Data System (DCPDS) to aid them in carrying out their supervisory responsibilities. This information must be maintained in an official Employee Work Folder. Supervisors should have a work folder for each employee supervised. If properly maintained, this file can be a valuable management tool.

Following is a list of records that can be maintained in this folder.

- The most current Automated Employee Record Brief
- Training records, including Formal Training Plans and Individual Development Plan (IDP)
- Work Schedule
- Leave schedules, unless in office files
- [Position Descriptions](#)
- [Performance Plans](#)
- [Performance Ratings](#) and supporting information
- Pending personnel actions, awards recommendations, etc.
- Letter of Appreciation
- Counseling Records
- Written Warnings
- Disciplinary/adverse action backup materials
- Complaints of indebtedness
- Telework Agreement, including Safety Checklist
- Documentation on Details of 30 days or less
- Documentation related to Informal Grievances (if presented orally, the supervisor documents the discussion)

**NOTE: Medical** documentation, including injury compensation forms, suitability and/or **security** information **must not** be maintained in this folder. Other official folders are established for this purpose.

The Employee Work Folder can be used to record personal emergency information and to document significant events and discussions supervisors have with their employees regarding performance, recognition, training and conduct. Documenting is a supervisor's responsibility and should not be assigned to clerical personnel. Employees have a right to see and initial notes concerning performance or conduct, and may review the contents of their work folder upon request.

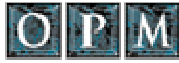
Employee Work Folders must be maintained in a secure area that guards against unauthorized or casual access; yet is readily accessible for supervisors to enter notes and other documentation.

Disposition of Employee Work Folder:

1. When an employee is selected for reassignment, change-to-lower grade, or promotion, the losing supervisor forwards the complete work folder to the gaining supervisor within 10 days.
2. When an employee is transferred to another Army activity/agency, or separates for reasons other than military service or adverse action, the work folder is destroyed after 60 days.

3. When an employee enters military service, the work folder is sent to the CPOC.
4. When an employee is separated by adverse action, the work folder is maintained with the supervisor until no longer needed. Civilian Personnel Advisory Center advice should be obtained before destruction.

Supervisors should review local Collective Bargaining Agreement to determine if there are additional restrictions placed on the type of records that may be maintained in the Employee Work Folder for Bargaining Unit employees.



*U.S. Office of Personnel Management*

## **Sick Leave for Personal Medical Needs**

An employee may use sick leave when he or she (1) is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth; (2) receives medical, dental, or optical examination or treatment; or (3) would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by his or her presence on the job because of exposure to a communicable disease.

### **Requesting Sick Leave**

An employee must request sick leave within such time limits as the agency may require. An agency may require employees to request advance approval of sick leave for medical, dental, or optical examination or treatment.

### **Granting Sick Leave**

An agency may grant sick leave only when supported by evidence administratively acceptable to the agency. For absences in excess of 3 days, or for a lesser period when determined necessary by the agency, an agency may require a medical certificate or other administratively acceptable evidence.

### **Advance Sick Leave**

At the discretion of the agency, a maximum of 30 days of sick leave may be advanced to an employee with a medical emergency

## ***Sick Leave for Family Care or Bereavement Purposes***

(Also see: [Sick Leave to Care for a Family Member with a Serious Health Condition](#))

Most Federal employees may use a total of up to 104 hours (13 workdays) of sick leave each leave year to--

- provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;
- provide care for a family member as a result of medical, dental, or optical examination or treatment; or
- make arrangements necessitated by the death of a family member or attend the funeral of a family member.

A covered full-time employee may use 40 hours (5 workdays) of sick leave each leave year for these purposes. An additional 64 hours (8 workdays) of sick leave may be used each year if the employee maintains a balance of at least 80 hours of sick leave in his or her account. Part-time employees and employees with uncommon tours of duty are also covered, and the amount of sick leave permitted for family care and bereavement purposes is pro-rated in proportion to the average number of hours of work in the employee's scheduled tour of duty each week. Agencies may advance only the first 40 hours of sick leave (or a proportional amount for an employee on a part-time schedule or uncommon tour of duty).

"Family member" is defined as:

- spouse, and parents thereof;
- children, including adopted children, and spouses thereof;
- parents;
- brothers and sisters, and spouses thereof; and
- any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

## **Sick Leave to Care for a Family Member with a Serious Health Condition**

### **Entitlement**

Most Federal employees may use a total of up to 12 administrative workweeks of sick leave each leave year to care for a family member with a serious health condition. If an employee previously has used any portion of the 13 days of sick leave for general family care or bereavement purposes in a leave year, that amount must be subtracted from the 12-week entitlement. If an employee has already used 12 weeks of sick leave to care for a family member with a serious health condition, he or she cannot use an additional 13

days in the same leave year for general family care purposes. An employee is entitled to a total of 12 weeks of sick leave each year for *all* family care purposes.

### **Definition of Family Member**

"Family member" is defined as--

- spouse, and parents thereof;
- children, including adopted children, and spouses thereof;
- parents;
- brothers and sisters, and spouses thereof; and
- any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

### **Serious Health Condition**

The term "serious health condition" has the same meaning as used in OPM's regulations for administering the Family and Medical Leave Act of 1993 (FMLA). That definition includes such conditions as cancer, heart attacks, strokes, severe injuries, Alzheimer's disease, pregnancy, and childbirth. The term "serious health condition" is not intended to cover short-term conditions for which treatment and recovery are very brief. The common cold, the flu, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc., are not serious health conditions unless complications arise. The agency may require medical certification of a serious health condition.

### **Administration**

The same limitations apply to the use of sick leave to care for a family member with a serious health condition as apply to the use of sick leave for general family care or bereavement purposes. A covered full-time employee may use 40 hours (5 workdays) of sick leave each leave year for these purposes. An employee may use additional sick leave for general family care or bereavement purposes or to care for a family member with a serious health condition if he or she maintains a balance of at least 80 hours of sick leave in his or her account. Only the first 40 hours of sick leave (or a proportional amount for an employee on a part-time schedule or uncommon tour of duty) may be advanced. (See [Sick Leave for Family Care and Bereavement Purposes.](#))

### **References**

5 CFR 630.401 and 630.1202

## **Sick Leave for Adoption**

An employee may use sick leave for purposes related to the adoption of a child. The agency may advance up to 30 days of sick leave for adoption-related purposes.

Examples may include but are not limited to:

- Appointments with adoption agencies, social workers, and attorneys
- Court proceedings;
- Required travel;
- Any periods of time the adoptive parents are ordered or required by the adoption agency or by the court to take time off from work to care for the adopted child; and
- Any other activities necessary to allow the adoption to proceed.

Adoptive parents who **voluntarily** choose to be absent from work to bond with or care for an adopted child may not use sick leave for this purpose. Parents may use annual leave or leave without pay for these purposes. An agency may request administratively acceptable evidence for absences related to adoption.